

Minutes of the meeting of Staverton Parish Council held on Monday 14th September 2026 at 7.00 pm.

The meeting commenced at 7.00 pm.

99. PRESENT: Chair Nick Woodall, Vice Chair Jeff Gibson, Cllr Kevin Lamb, Cllr Mark Frati, Cllr Jon Miller and June Jones, Parish Clerk

Attending: Wiltshire Councillor Trevor Carbin, Newsletter Editor Simon Withers,
Resident: Brad Cole.

1. APOLOGIES: Cllr Richard Blueitt and Cllr Claire Braham

2. MINUTES OF THE LAST MEETING HELD ON 16th March 2026

The minutes were considered to be a true record.

3. POLICE MATTERS PCSO Izabella Dybowska – Melksham Team

Unable to attend.

4. WILTSHIRE COUNCILLOR – TREVOR CARBIN

a. Water and Gas Main Repairs – Complaints about the handling of diversions.

Recent road works along the B3105 closed at Marsh Stores which were causing diversions through Staverton, has prompted many residents to complain about the sheer volume of unsuitable vehicles such as articulated lorries, vans and small lorries, directed through Staverton causing traffic jams, damaging parked vehicles. In some instances residents were unable to access or leave their drives for half an hour at a time. The response from Wiltshire Council was to blame the utility companies and drivers for ignoring the signage. Residents felt the signage was confusing and inadequate and that Highways should have monitored the situation. It was also felt that the volume of traffic presented a danger to children walking to and from school and the play areas. There has been a request to put a permanent barrier down the centre of the village to prevent it being used as a thoroughfare. One side would enter and leave Cottles Barton and the other side would enter and leave by Thestfield Drive. Although this change could take years to happen, it was agreed to send a request form to Highways and begin the changeover process.

Action: Clerk to write to Highways.

TC "The recent works were done under urgent works notices. Where there's a planned road closure it may be possible to get a temporary weight restriction.

Residents have suggested permanent closure at the Warren Road roundabout. This could be looked at if the Parish council approves. It's a complicated process and would probably require a bus gate as at Semington rather than a physical barrier. I've asked the police if we could have a Speed watch position on Marina Drive but they're not able to help. According to One Network there are water works scheduled for September 23rd and gas on October 27/28, though not with road closures".

b. Tree Preservation Order – fallen branches in St Paul's churchyard.

The original request by the Church representative was to have this tree, which was considered a danger, for the branches to be removed. It was supported by the Parish Council but turned down by Wiltshire Council on a technicality. This resulted in a massive branch limb falling and damaging the roof of the converted church, occupied by a resident.

It was considered a serious abdication of responsibility by Wiltshire Council to reject a request to remove a dangerous limb on a technicality without consultation, as someone could have been seriously injured. **TC**“*permission now given to reduce remaining crown by 40%”.*

c. Request to remove speed limit on B3105 to 20 mph near School Lane.

TC“*Speed limit. As mentioned previously Wiltshire Council Highways have published a new strategy which has the potential to make it easier to get 20mph limits. The problem is they still say that '20mph restrictions are not to be used where through movement of vehicles is the predominant function of a route’.*

The Parish Council was very sympathetic to local residents regarding this issue, but did not think that a 20-mph restriction on the main straight busy through road to Bath and the South was an appropriate way to address the problem. It did not consider that motorists would keep to this low speed if they weren't keeping to the existing 30 mph and also it would be difficult to police. However it agreed that a flashing speed sign could be a better option and agreed to look further into this.

d. Safety concerns regarding accident on B3105.

A resident was concerned about a broken Belisha Beacon (following a car accident) at one end of the zebra crossing near School Lane being a health and safety concern for children crossing.

TC“*The Belisha beacon repair is scheduled for 9th October. It'll need Traffic Management so there may be temporary lights”.*

e. Complaints about yellow lines in Staverton

One resident has complained that she cannot access her driveway safely near the junction of The Slipway because the yellow lines are not correctly positioned and cars block her entrance. She has asked for Highways to look at this.

TC“*Yellow Lines. Parking Services have said they'll probably replace the Cottles Barton lines 'this year'. The ones at The Slipway/Marina Drive junction and the Maunders/Thestfield junction are quite worn so I've asked them to look at those as well”.*

“Possible new lines. Cygnet Way junction and Marina area as previous. Also a resident's request to look at Marina Drive at the approach to Warren Road mini-roundabout”.

Action: Clerk to send request form to Highways for resident's drive”.

f. Reed Beds in Lagoon.

TC“*The Marina lagoon is seriously overgrown by reeds. It should be the responsibility of either ABC or the Canals and Rivers Trust to clear it. There's probably not much Wiltshire Council can do unless it becomes an environmental problem. I suggest a letter from the Parish Council to Canals and Rivers Trust might be helpful?”.*

Action: Clerk to write to Rivers Trust.

g. Children have been using some homemade bicycle ramps at Cottles Barton and antisocial behaviour in the green space.

TC“*There's been some ASB in Cottles Barton, with police informed, plus the usual problem in the green areas by Lotmead. Resident suggests tree planting to fill the gap behind the existing vegetation or signage re litter”.*

OTHER MATTERS: Cllr Trevor Carbin

Freight Plan. “A "Freight Action Plan" is currently under consultation. It sets out how HGVs should be routed across the county”.

Next LHFIG meeting is October 12 at 4pm.

Speed enforcement. *"A session was conducted by Wiltshire Police on Wednesday 2nd September between 11:15 and 11:45, at New Terrace. Three vehicles were recorded exceeding the speed limit. The highest recorded speed was 37 MPH".*

Autumn Litterpick – Sunday 18th October at 1430. (Please note: change of date)

Litter Signage requested at The Slipway Car Park. *"A resident has suggested putting signage in the Slipway car park to discourage littering. Wiltshire Council has been asked to consider".*

More road works: *"There's an urgent closure notice for Cottles Barton (part) commencing 16th September, to enable Wessex Water to repair two noisy manhole covers and associated works".*

Old Vicarage. *"The application for amendments to this building is nearly ready for a decision. The outstanding problem is the introduction of a substation at the front of the property and the potential for removing screening from the refuse area. This is currently being looked at by Public Protection".*

Bus stop Marina Drive – *"Wiltshire Council passenger transport are still considering what to do about it".*

Bleaze Close: *"There has been a complaint about children playing in the wooded area due to the gate being left unlocked. Owing to tree works going on over the summer, I have not been able to follow up yet".*

5. COUNCILLORS AND RESIDENTS FORUM

a. Warren Road/Herbleaze– inappropriate parking by Selwood Housing: Selwood housing have been contacted, as one of their very large vans has been causing a parking hazard to motorists trying to get past it whilst entering and leaving Herbleaze, seen almost causing accidents. Selwood's response was that it was not their concern if it was parked there when not used for business. This was not considered good enough and local residents are very annoyed that the van is parked so inappropriately when there is adequate parking nearby at the end of Marina Drive where there is a car park for access to the canal.

In view of the concerns raised it was agreed to request yellow lines for the Herbleaze corner with Warren Road and adding white lines to mark the junction. It was also agreed to include the Marina Drive approach to Warren Road mini roundabout in the request.

Action: Clerk to write to Fleet Manager at Selwood Housing and to request additional line markings from Highways at Wiltshire Council.

b. Complaint about resurfacing the car park at the Sports Ground

A resident complained about the finish of the car park surface. Unfortunately car parks are very expensive to maintain and the Parish Council was concerned that the existing surface was uneven and a trip hazard. Armadillo Groundworks Ltd quoted £9,000 including VAT to spend a week levelling it and replacing the hardcore. The Parish Council has to put the duty of care to its residents as top priority and this was the final decision. The company will be returning to remove large surface stones when it has bedded down.

c. Complaints regarding shut down of tennis court.

This was the second time in the last year that vandals have ripped away the inner protective fence wire leaving a dangerous trip hazard for children to face. To get the hard court repaired and save money, several councillors have given up their spare time to go over there in very hot weather to repair the court. The Council will face a difficult decision in the future to maybe close it permanently if vandalism continues, so residents are encouraged to report this behaviour to the police. The court is now open.

6. NEWSLETTER AND WEBSITE – Editor Simon Withers

Minutes recorded by Staverton Parish Clerk, June Jones

It has been agreed that the Website needs to be upgraded to respond to new demands from the Government to display Data Protection Policies and other documents to comply with new regulations. Councillors are seriously considering discontinuing the newsletter and posting this information on the Website instead. This would save approximately £1,500 per annum which could go towards the new website.

Action: Clerk to contact existing website provider to meet with the parish council and discuss this further.

7. SPORTS GROUND, VILLAGE HALL, PLAY AREA – GENERAL

a. Staverton Rangers – Contract 2026-2027 - The contract for the year is £5,710.29.

b. Septic Tank Repairs – The village hall septic tank needs repairs or replacement. It is too costly to connect the waste disposal to mains drainage. Armidillo Groundworks Ltd has quoted £7,813.18 plus VAT to seal and cap off the existing septic tank and install a new tank with necessary soakaways. Other much higher cost quotations have been received from other contractors for similar work. The Parish Council is satisfied with this quotation but needs to investigate grants to help with the costs. For the time being, the septic tank will need to be emptied more often to prevent any overspill.

8. FINANCE AND AUDIT

a. Clerk's finance report: This was approved

BANK ACCOUNTS AND PETTY CASH HELD			
DATE			£
31.8.26		NAT WEST PRECEPT ACCOUNT	11,509.85` `
31.8.26		NAT WEST - CLERKS GRATUITY ACCOUNT	9,341.07
31.8.26		PETTY CASH	192.36
31.8.26		NAT WEST GROUND MAINTENANCE FUND	4,597.01
31.8.26		CAMBRIDGE AND COUNTIES BANK	65,000.00
			79,130.44
PAYMENTS SINCE LAST MEETING			
Precept Account			Net £
DATE	CHQ/DD	DESCRIPTION	
24.5.26	BACS	TELEPHONE - MARCH/APRIL/MAY 26	94
24.5.26	BACS	COMMUNITY FIRST SUBSCRIPTION 2026/27	40.00
24.5.26	BACS	ROB BEALE LTD - SEPTIC TANK WASTE DISPOSAL	250
21.5.26	BACS	CLEANING VILLAGE HALL MAY 26	120
21.5.26	BACS	GORDON JONES PLAY AREA MAINTENANCE MAY 26	190.00
21.5.26	1465	COMMUNITY FIRST INSURANCE 2026/27	1,531.41
24.5.26	BACS	BT - WIFI RENTAL - MAY 26	32.95
1.6.26	SO	STAFF COSTS MAY 26	1136.53
4.5.26	BACS	AUDITING SOLUTIONS - FINAL INTERNAL AUDIT 25/26	110
18.5.26	DD	HILLS WASTE - PLAYING FIELD APRIL 26	48.54
11.5.26	BACS	G KELL - INSURANCE EXCESS - REPAIR BUS SHELTER	100
15.5.26	DD	CORONA ENERGY - GAS APR 26	74.13
24.6.26	DD	DAVID OWEN ACCOUNTANTS - PAYE TO JUNE	107
29.5.26	DD	CORONA ENERGY - ELECTRICITY TO MAY	75.15
18.6.26	DD	CORONA ENERGY - GAS TO JUNE	57.87
26.6.26	BACS	CREDIT NOTE FOR INVOICE 601 BOOKED WRONG VENUE	63.75
27.6.26	BACS	CLEANING VILLAGE HALL JUNE 26	120
27.6.26	BACS	GORDON JONES PLAY AREA MAINTENANCE JUNE 26	190
15.6.26	DD	CORONA ENERGY - ELECTRICITY TO JUNE 26	78.69

Minutes recorded by Staverton Parish Clerk, June Jones

15.6.26	DD	HILLS WASTE - PLAYING FIELD JUNE 26	32.36
26.5.26	DD	MICROSOFT OUTLOOK MAY 26	32.9
25.6.26	DD	MICROSOFT OUTLOOK JUNE 26	32.9
16.7.26	DD	CORONA ENERGY - GAS JUNE 26	40.62
1.7.26	DD	STAFF COSTS JUNE 26	1136.53
13.7.26	DD	CORONA ENERGY - ELECTRICITY JUNE 26	84.2
5.7.26	CHQ 1466	HMRC - PAYE STAFF COSTS QTR 1	1304.08
15.7.26	DD	HILLS WASTE - JUNE 26 INV p1055233	32.36
18.7.26	BACS	SUPERIOR NEWSLETTER PRINTING - SUMMER 26	395
6.7.26	DD	BT - WIFI RENTAL -JUNE 26	32.95
27.7.26	BACS	CLEANING VILLAGE HALL JULY 26	150
27.7.26	BACS	TELEPHONE - JUNE/JULY 26	64
27.7.26	BACS	GORDON JONES PLAY AREA MAINTENANCE JULY 26	190
27.7.26	BACS	PKF LITTLEJOHN - EXTERNAL AUDIT 2025 - 26	210
7.8.26	BACS	ICO DATA PROTECTION CERTIFICATE 26/27	47
1.8.26	SO	STAFF COSTS - JULY	1136.73
4.8.26	BACS	OCTOPUS PLUMBING - ANNUAL BOILER SERVICE	75
4.8.26	DD	BT CCTV HIRE JULY	31.63
9.8.26	DD	HILLS WASTE - JULY	32.36
14.8.26	DD	CORONA ENERGY - ELECTRICITY JULY	76.76
1.9.26	DD	STAFF COSTS - AUGUST	1136.53
17.8.26	DD	CORONA ENERGY - GAS - JULY	39.99
17.8.26	DD	HILLS WASTE - JULY	32.36
			10766.28

Maintenance Fund Account

DATE	CHQ/DD		Net £
15.6.26	BACS	ARMADILLO GROUNDWORKS - CAR PARK RESURFACED	7,500
31.5.26	BACS	IDVERDE - GRASS CUTTING SPORTS GROUND MAY 26	410.00
1.7.26	BACS	IDVERDE - GRASS CUTTING SPORTS GROUND JUNE 26	410.00
28.7.26	BACs	IDVERDE - GRASS CUTTING SPORTS GROUND JULY 26	410.00
			8730.00

Petty Cash

28.8.26		SHREDDER, STATIONARY, SIGNS, CLEANING MATERIALS, POSTAGE	
	4 - 13 Cash		199.41

TRANSFERS

8.6.26	TRANSFER	FROM PRECEPT TO GRATUITY	738.33
22.6.26	TRANSFER	From PRECEPT TO MAINT FUND TOP UP CON FROM SCHOOL	2970.77
18.7.26	TRANSFER	FROM PRECEPT TO PETTY CASH	250
24.7.26	TRANSFER	FROM MAINT FUND TO PRECEPT - HILL WASTE 25/26	588.47
8.6.26	TRANSFER	FROM PRECEPT TO MAINT FUND TOP UP CONTRIBUTION 26/27	4,598
8.6.26	TRANSFER	FROM MAINT FUND TO PRECEPT - INSURANCE FOR FIELD	150
28.7.26	TRANSFER	FROM PRECEPT TO MAINT FUND - VAT QTR 1	1,333

INCOME**Precept Account**

DATE	CHQ/DD		
15.6.26	BACS	FIELD HIRE - STAVERTON RANGERS 595 JUNE	455
13.4.26	BACS	FIELD HIRE - STAVERTON RANGERS 587 APR	455
29.6.26	BACS	FIELD HIRE - 602 FOSS WATER PLAY	20.83
29.6.26	BACS	HALL HIRE - 604 PILATES JULY	50
10.4.26	DD	HMRC VAT REFUND - QTR 4 2025-26	579.51
25.4.26	BACS	HALL HIRE - PAYMENT MADE IN ERROR TO SPC	330
1.7.26	CASH	HALL HIRE - 605 CHILD MINDING GROUP JULY	80
16.7.26	BACS	HALL HIRE 607 YOGA/KEEP FIT JULY -AUG	90
22.7.26	BACS	FIELD HIRE - 603 SRFC JULY	455
23.7.26	BACS	FIELD HIRE - 609 OFFPITCH COACHING JUNE	20
28.7.26	BACS	HMRC VAT REFUND - QTR 1 2026/27	1,521.01
27.7.26	BACS	HALL HIRE - 608 PILATES AUG	20.00
3.8.26	CASH	HALL HIRE - 607 CHILD MINDING GROUP AUG	80
22.7.26	BACS	FIELD HIRE - 610 SRFC AUG	455
21.7.26	BACS	HALL HIRE - 606 GROUP TALK WLTS CTY AUG	45
5.8.26	BACS	HALL HIRE - 609 BIRTHDAY PARTY - AUG	70
10.8.26	BACS	FIELD HIRE 598 OFFPITCH COACHING - APR	20.00
10.8.26	BACS	FIELD HIRE 599 OFFPITCH COACHING - MAY	20
27.8.26	BACS	HALL HIRE 612 CHILD MINDING - SEPT	80.00
28.8.26	BACS	HALL HIRE - 617 YOGA KEEP FIT - SEPT/OCT	240
			5086.35

8b. Letter of Engagement – Auditing Solutions Ltd.

Internal Auditor, Auditing Solutions Ltd have requested a signed letter of engagement for 2026/27. This was unanimously agreed.

c. Executive Committee of the Playing Field

The Playing field is leased on a 999 year contract between the Staverton Primary School, Wiltshire Council and Staverton Parish Council. Annually the Parish Council pays 2/3rds and the School pays 1/3rd into a maintenance fund to cover the grass cutting, repairs to fencing and the car park. The school has been paying for this from a grant which finishes at the end of March 2027. They have asked to discuss a reduced payment for when the grant expires. The Parish Council has agreed to meet in 2027 to discuss this further.

d. Clerk's Appraisal and Overtime request

The report had been circulated to members prior to the meeting and the clerk has requested an additional 10 hours of overtime monthly, backdated to 1st April 2026 to be reviewed at the next meeting on 16th November 2026. She explained that the new Government Regulations for Appraisal 10 has had a huge impact on her workload and she has worked many overtime hours over her normal 80 hours per month. Chair Nick Woodall proposed that the council accept the appraisal and agree the additional 10 hours of

overtime per month to be reviewed in November 26. Vice Chair Jeff Gibson seconded this proposal and it was unanimously agreed.

e. Cambridge and Counties Review of Investments

The Parish Council holds two 3-year Fixed Rate Bond Investments with Cambridge and Counties for £15,000 and £50,000. The Council decided earlier this year to withdraw funding to cover the repairs to the sports ground car park. However the request was turned down and the Parish Council formally complained that the withdrawal conditions in the Terms of Agreement were not fully explained. However the complaint was denied. Fortunately this did not cause any financial problems but the Parish Council will reinvest with an alternative Bank when the Bonds mature.

f. PKF Littlejohn Ltd. – External Audit Report and Certificate 2025/26

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Chair Nick Woodall proposed that the parish council accept this successful audit. Cllr Mark Frati seconded this proposal and it was unanimously agreed.

9. BRIEFING NOTES

1. 26-04 Crisis and Resilience Fund
 2. 26-06 Community Governance Review
 3. 26-10 Update on legislative changes to the neighbourhood plan making process and the implications of the withdrawal of the Wiltshire Local Plan.
 4. 26-11 National Scheme of Delegation of Planning Functions (NSD)
 5. 26-12 Update on Get Wiltshire Walking Programme
 6. 26-13 Wiltshire Community Air Network project update
 7. 26-14 Wiltshire Waste Services
 8. 26-16 Freight Action Plan Consultation
 9. Changes to Winter resilience support and emergency preparedness
- There were no further comments regarding these notes.

10. TRAINING – DATA PROTECTION - CLOSED TO PUBLIC - COUNCILLORS ONLY

a. Cyber attack support –

Data Protection Officer, Cllr Kevin Lamb suggested that the parish council either adopt two different telephone company systems or arrange training sessions for the councillors. Cllr Mark Frati said he would contact the firm who trains his own company for more information.

b. Editor Newsletter/Website – Review of Policies and Risk Assessments – Reviewed and new Policies

The following documents had been circulated for approval prior to the meeting: About Your Council: Application Form: Editor of Staverton Newsletter: Checklist of Data Protection Guidelines: Councillor/Controller Guidelines (Data Protection): Privacy & Electronic Communications Regulations: Processor Guidelines : Staverton Newsletter Contacts: Staverton Privacy Policy: The Editor’s Code of Practice: WhatsApp Data Protection Policy: “When an editor Resigns” Guidelines and Declaration for Data Protection: REF: Code of Recommended Practice on Local Authority Publicity: Exceptions to Copyright: Short Guide to publicity during the Pre-Election Period.

Chair Nick Woodall and DPO Kevin Lamb proposed and seconded that these documents be adopted and included in a file for existing and future editors of the newsletter and website. This was agreed unanimously.

c. Employer/Employee – Review of Policies and Risk Assessments

Minutes recorded by Staverton Parish Clerk, June Jones

The following documents had been circulated for approval prior to the meeting: Annual Leave Policy: Anti-Harassment and Bullying Policy: Bereavement Policy: Clerk's Roles and Responsibilities: Council's Disciplinary Policy: Council's Grievance Policy: Equality and Diversity Policy: Homeworking Policy and Risk Assessment by Clerk: Lone Working Policy and Risk Assessment: Maternity Leave and Pay Policy: Sickness/Absence Policy:

Chair Nick Woodall and DPO Kevin Lamb proposed and seconded that these documents be adopted and included in a file for existing and future employees of Staverton Parish Council. This was agreed unanimously.

d. Village Hall Policies and Risk Assessments – Reviews and Adoptions

The following documents had been circulated for approval prior to the meeting: Guidelines and Information for Hirers 2026: Data Protection Policy for Village Hall Hirers: Risk Assessment for Sports Ground and Village Hall Hirers.

Chair Nick Woodall and DPO Kevin Lamb proposed and seconded that these documents be adopted and included in a file for all future hirers of the village hall. This was agreed unanimously.

11. DATE OF THE NEXT PARISH COUNCIL MEETING 16 November 2026 – Time and close of meeting 9.15 pm

Meeting Dates for 2026/27	12	JANUARY 2026	11	MAY – APM/AGM 2026	14	SEPTEMBER 2026	11	JANUARY 2027
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	16	MARCH 2026	13	JULY 2026	16	NOVEMBER 2026		